

STRAWBERRY POINT PUBLIC LIBRARY MATERIAL Collection Development POLICY

SELECTION PHILOSOPHY

Materials for the library collection are chosen for a wide variety of reasons. These include information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

1. **Selection based on Demand:** The individual request of a patron for a title is generally honored if the request conforms to selection and directional guidelines outlined in this policy statement. We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.
2. **Selection Based on Need:** A certain amount of material added to the library collection is for the purpose of updating and further developing certain subject areas. The library director is constantly gathering information concerning the needs of library users. Information is collected by means of surveys, monitoring circulation statistics and inter-library loan requests and patron input. Materials added in this manner is selected from reviews, availability lists, vendors' catalogs, bibliographies, and local experts. The library attempts to present a representative selection of materials that present all sides of an issue. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. We recognize that as a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people and community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors. The library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval. The librarian acts as agent of the Board of trustees in book selection. The library board of trustees and library staff endorse the Library Bill of Rights and the Freedom to Read Statement as guidelines for the library practices.

SELECTION CRITERIA: Materials are to be selected in accordance with one or more of the following criteria:

1. Popular Demand.
 2. Contemporary significance or permanent value.
 3. Scope and authority of the subject matter.
 4. Reputation and/or authority of the author, editor or illustrator.
- Literary merit.
5. Relationship to the existing collection and to other materials on the subject.
 6. Price and availability.
 7. Format and arrangement.
 8. Scarcity of information in the subject area.
 9. Availability of material in the area.
 10. Attention of critics, reviewers and the media.

Patron Requests:

Library patrons are invited to submit requests for the purchase of new items at the Reference Desk. The library's selection staff will periodically review requests made by patrons for new materials and

purchase the items deemed appropriate for inclusion in the collection. A patron request for the purchase of an item will not automatically cause the item to be ordered. Patron requests must meet the same criteria as other selections.

Addition of a book to the library's collection in no way represents an endorsement of any theory, idea or policy contained therein. Any citizen requesting removal of materials from the library should make their request in writing using the form made available by the Library Board and the request will then be considered by the Board.

Gifts, donations, and memorials:

The library welcomes gifts and donation of materials and money for improving the library's material collection with the understanding that donated material and money becomes the sole property of the library which makes the final decision on the disposition of the gift an donation.

The decision to include a gift in the library's collection shall be made by the library's selection staff who will be guided by the same principles and criteria applied to the selection of an item for purchase.

Monetary donations and memorial contributions will be expended in an appropriate subject area if requested by the donor. Memorial plated will be included in memorial volumes if desired by the donor.

The library will furnish appropriate acknowledgment for donations upon request, either in the form of a receipt for cash or a letter for materials. The library will not attempt to appraise or establish a value for the worth of donated material.

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